

**ECCFA Senate Agenda
Alumni Room / SRC 174
3:00 PM
February 4, 2009**

- Call to Order (at 3:00 PM):** Sarah Dye
- Recognition of Visitors & Guests:** Sarah Dye
Melissa Tait from Emergency Response Planning Committee
- Secretary's Report:** Cindy Hutman (January 21, 2009 meeting minutes)
- Treasurer's Report:** Linda Hefferin
- President's Report:** Sarah Dye
- 1st Vice President's Report:** Dan Kernler
- 2nd Vice President's Report:** Susan Ford
- 3rd Vice President's Report:** David Lawrence
- Communication Liaison's Report:** Bill Demaree
- Committee Reports** (Submitted reports attached to end of this agenda)
- Academic Policy:** Dawn Munson
- Academic Computing:**
- BOT Finance Committee:** Linda Hefferin
- Curriculum:** Maureen Lange
- Elections:** Bill Demaree

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| Faculty Development: | Beth Santell |
| Grievance: | Howard Russo & Sue Ford |
| Insurance | Sarah Dye & Dan Kernler |
| IT: | Tim Kaar & Dan Kocher |
| MAGIC: | Joyce Fountain |
| Membership: | Tim Anderson |
| Negotiations: | Dan Kernler |
| SEM: | Eartha Collier & Clark Hallpike |
| Strategic Planning: | Phil Garber |
| Student Email Rollout: | Tim Kaar & Dan Kocher |
| VP for TLSD Search: | Roger Ramey |
| Other committees | |

Special Orders

Approval of committee members (treat as Consent Agenda)

1. Tenure Committee/English - Lori Clark: Jason Kane; Coordinator; Dr. Bill Demaree; Rachael Tecza
2. Tenure Committee/Psychology - Dr. Sharon Baker: Dr. Cindy Hutman, Coordinator; Keith Lewis; Jessica Carpenter
3. Tenure Committee/ESL - Colleen Stribling: Marta Walz; Alice Biggers; Sarah Dye
4. Art Faculty Member (FT) Search Committee: Marybeth Koos; Howard Russo; Ellen Vartanian-Maher; Joel Peck
5. Technical Services Librarian (P/T) Search Committee: Marge Schildknecht; Armando Trejo; Ellie Swanson (as content expert)
6. Public Services Librarian (P/T) Search Committee: Armando Trejo; Lynn Ducar; Marge Schildknecht (as content expert)
7. ABE (Reading) Faculty Member (FT) Search Committee: Lynn Kreutzer; JoEllen Panek; Carol Szabo
8. GIST Curriculum Taskforce: Jackie Kaufmann
9. Internal Communications Committee: Lori Clark
10. Assessment Committee: (sub for Fred Vogt for Spr. 2009):

Adjourn to COPE

BOT candidates: Donna Redmer; Richard Green; Robert Goetz; Robin Lisboa
Questions for BOT candidates for Candidate Forum
Schedule for Candidate Forum
Co-sponsor with SSECCA

Old Business

Amendments Committee Time Table
MFA Committee
Senate choice for CCSSE dates (will be an online process)

New Business

Donation to the fund for Sharron Meade's granddaughter

Division Issues

Adjournment

DRAFT

ECCFA Senate Minutes for January 21, 2009

Sarah Dye, President, presiding

Tim Anderson
Beverly Augustine
Elizabeth Becker
Rick Bonnom
Bill Demaree
Sarah Dye
Sue Ford
Linda Hefferin
Absent: Scott Vaszily

Cindy Hutman
Tim Kaar
Dan Kernler
Crystal Kerwin
Dan Kocher
Ron Kowalczyk
Dave Lawrence
Marcia Luptak

Dennis Lynch
Luis Martinez
Gary Norden
Mary Peterhans
Roger Ramey
Howard Russo

Meeting called to order by Sarah Dye at: 3:01 pm.

Guests: Frank Hernandez, Director of Auxiliary Enterprises

Guest Reports:

Frank Hernandez reported on the pilot projection they have begun in the bookstore. Over a year ago they began a pilot project for renting books to students. This was the result of a committee proposal. The committee was comprised of bookstore staff, faculty, students and textbook publishers representatives. As we know, students can purchase new and used books in the store. In spring of 2008, for textbooks in three class, a business, reading and geography class, were available for rent. They didn't advertise and that semester 82 students signed up for the program. In summer 2008, they added another book, 87 students signed up.

The program involves the student signing an agreement that says he/she will return the book to the bookstore at the end of the semester. The student pays full price for the book and when it is returned, they get ½ back.

In fall 2008, they did advertise the program through Student Life and in student orientations, 407 students signed up. The committee met again in December 2008. The recommendation at that time is that we proceed to include other books. Faculty who want their books in the program can contact the bookstore. They must be committed to using the book for 6 semesters so it is best to do this when adopting a new book or when a book goes into a new edition. It is up to the faculty if they want to participate or not. This is just an option, he is not forcing this on faculty.

Many books are also available as e-books or even chapter-by-chapter in e-book form which cuts down on the cost to students. The bookstore is beginning to identify textbooks available in these alternate formats and can offer these as another purchasing option.

Secretary's Report: Cindy Hutman

Dan Kernler moved to approve the minutes for the December 3, 2008 meeting with one minor correction. Roger Ramey seconded. Approved. One abstention.

Treasurer's Report: Linda Hefferin

Roger Ramey found the missing \$6,000. We have continuing problems with money going into the COPE account instead of the ECCFA account. She is still working on correcting the payroll errors.

President's Report: Sarah Dye

See attached report.

Marcia Luptak asked if FSQ personnel could come to the union coordinators meeting since they don't have a faculty coordinator in their area.

Sarah Dye asked if Dan Kernler was pursuing the issue of a faculty coordinator for that area.

Rick Bonnom said that he had raised the issue with Vince Pelletier.

Dan Kernler said he was not pursuing.

Linda Hefferin said that we have invited administration to the union coordinators meeting in the past but

only for a part of the meeting. Other matters we cover in the meeting would not be appropriate to discuss with administration present. She clarified that Andrea Fiebig is an administrator.

Cindy Hutman said that it is the responsibility of the administration in that area to educate new administrators on the contract. If they need the unions help, we should schedule a contract clarification meeting with that area. One solution would be inviting the full time faculty from FSQ to the coordinators meeting.

Sue Ford said that we would need two faculty coordinators for FSQ—ABEC and ESL.

Dan Kernler says that his reading of the contract suggests that a coordinator is required.

Sarah Dye pointed out that we have the same number of faculty coordinators as we have directors. We need to look at getting a coordinator in that area.

Dan Kocher said we need a list of directors that have coordinators duties.

Elizabeth Becker said there is a push to get rid of the nursing coordinator and hire an administrator instead. Seems they took the opportunity of Linda Hartley retiring to suggest hiring a new administrator. They hired someone interim but their preference would be to have a director of nursing.

Dan Kernler said that may be what the nursing faculty want, too.

Sarah Dye said that Michelle Brynelson took the position of faculty coordinator.

Elizabeth Becker said this is just to fill the rest of Linda Hartley's term.

Linda Hefferin said that Linda Hartley said no one wants to do the job.

Dennis Lynch asked if UAF's can be coordinators.

Howard Russo pointed out that they can hire a director but still maintain a faculty coordinator.

Sarah Dye said she will look at the list of directors in that area and ask if another coordinator will be appointed.

Elizabeth Becker asked if she meant in health care.

Howard Russo said when a new area is created we need to ask about faculty coordinators positions right away.

Sue Ford pointed out that in some areas there is only one faculty member, why would we need a coordinator?

Elizabeth Becker pointed out that in some areas the director also has teaching responsibilities.

Dan Kernler asked about adjunct office space.

Sarah Dye said that there was a bidding problem for the original plan of breaking up classrooms in ICT. Vince Pelletier doesn't believe it will get done this semester. They took a classroom in ATC to break up into offices but it is just sitting unused. It will be a huge office with work carrels.

Dan Kocher raised the issue of students using computer labs when college was open but classes weren't in session yet.

Sarah Dye said she was aware that some students had been abused by security because they were using the computer labs when the college was open but the labs weren't officially open yet. The solution is to post signs in the labs if the college is open and the lab is closed, directing students to other areas on campus (like the library) where computers are available for use.

1st Vice President's Report: Dan Kernler

See attached

Elizabeth Becker congratulated Dan Kernler on the success of the food drive.

2nd Vice President's Report: Sue Ford

See attached

3rd Vice President's Report: Dave Lawrence

See attached

Communication Liaison's Report: Bill Demaree

See attached.

Dennis Lynch will be writing a piece about the inauguration for the next Sentinel. Bill Demaree will be sending an e-mail on Monday to remind everyone of submission dates for the next Sentinel.

Committee Reports: see attachments

Academic Policy Committee—Dawn Munson

No report.

Sarah Dye finally was successful in getting release time for Dawn Munson, the chair.

Academic Computing Committee—

See attached.

BOT finance committee—Linda Hefferin

No report.

Curriculum Committee—Maureen Lange

See attached.

Elections—Bill Demaree

See consent agenda.

We need a co-chair for this committee. Doesn't have to be a Senator. We will take volunteers.

Faculty development—Beth Santell

See attached.

Grievance—Sue Ford and Howard Russo

See attached.

Insurance Committee

See attached,

IT Committee—

See attached.

MAGIC—Joyce Fountain

No report.

Membership—Tim Anderson

Sue Ford said the numbers are wrong. Full time should be 139

Tim Anderson said he must have forgotten to take the retirees out of the total.

Linda Hefferin asked if he has more membership forms, to send them to her.

Student Email Rollout—

Should have a report for next time.

Strategic Plan Draft—

See attached.

VP for TLSD Search—

See attached

Special Order—

Howard Russo moved to accept the consent agenda as a group. Marcia Luptak seconded, Approved.

Consent Agenda—

Howard Russo moved to accept the consent agenda. Marcia Luptak seconded. Approved.

Sarah added an item—her position on the search for a Manager of Benefits.

Roger Ramey moved to accept. Luis Martinez seconded. Approved.

Linda Hefferin asked if this is a new position. Sarah Dye said no, that Michelle Skinder was moved into a new position so her old position has opened up.

Howard Russo moved to adjourn to COPE, Rick Bonnom seconded.

COPE

Sarah Dye had been investigating the procedure for endorsing BOT candidates used in the past. She got copies of the questions and the letters sent to previous candidates. She is asking for a committee to work on setting up the questions and establishing a timeline, etc.

Petitions are due to be turned in by Tuesday, January 27. Then we will know who is running.

The process has been done differently at different times. The committee will decide how to do it this time. After listening to Jackie from COD, we can see the urgency of endorsing candidates we are comfortable with.

Dan Kernler suggested that we have a joint forum with SECCA and open it up to everyone including students.

Sarah Dye said she is willing to approach Pam Weedman on this.

Sue Ford said that in the past all candidates were asked the same questions.

Dennis Lynch said in addition we should ask candidates questions in writing and have them respond.

Sarah Dye and Sue Ford agreed.

Dennis Lynch said we need to ask about the Academic Bill of Rights so no "sleeper" gets elected to the BOT.

Dave Lawrence asked if we can actively recruit candidates.

Sarah Dye said we can but time is short since petitions need to be in next week.

Linda Hefferin said she had asked two people and she hopes that one or more will apply.

Howard Russo said there are 6 candidates and two of them are the incumbents. He said this is the number who picked up packets.

Elizabeth Becker said that candidates can pick up packets at other locations so this is just the number who picked them up at ECC.

Dan Kernler said that the general population of the district may be interested too especially after Opening Day.

Linda Hefferin said the board is supporting one candidate.

Sarah Dye asked for volunteers for the steering committee. She will also send an e-mail to all of ECCFA.

Sue Ford said it doesn't have to be a big committee. She summarized what has been done in the past and emphasized that it was very valuable in the past.

Sarah Dye said the election is April 7. We need to get going right away and we also need to be working on the referendum.

Luis Martinez volunteered.

Crystal Kerwin asked when the referendum would come up for a vote.

Sarah Dye said April 7.

Sarah Dye said that one of the candidates Robin Lisboa met with her this morning. Sarah suggested that she chat with the deans before their meeting. Vince Pelletier invited her to stay and she explained her qualifications and why she is running for the board. She stayed for the whole meeting and spoke to the deans afterwards.

Linda Hefferin asked about the cookbooks.

Sue Ford said we have probably 100.

Linda Hefferin said we should try to sell them and put the money in COPE.

Bill Demaree said he will mention in the Sentinel.

Linda Hefferin will send out an e-mail and begin selling them for \$10.

Sarah Dye said she will be sending out a COPE fund drive form again.

Howard Russo moved to adjourn from COPE. Dan Kocher seconded.

Old Business

Regalia for UAF's

The final report went to Dr. Sam. Looks like 30 people would qualify and Dr. Sam is not opposed to this. Information will go to all UAF's but they must meet certain requirements to qualify.

MFA committee

We need 3-4 faculty to sit on a committee that will investigate this issue. We need to have the MFA recognized as a terminal degree. Dan Kernler and Sue Ford will work on this but we need some faculty with MFA's on the committee, too, as well as an "outside" faculty member. Please send Sarah Dye if you are interested or know of someone who is interested.

New Business

Constitution Committee

The committee needs to meet and then solicit suggestions for needed changes. The draft needs to go to the faculty over the summer so they have time to look at it before Opening Day. The committee decides on the timeline for taking ideas.

Dennis Lynch suggested that if there are major problems with the draft that goes out during the summer, the committee should meet again before Opening Day to address the concerns.

Sarah Dye said that all suggestions will be considered but not all will necessarily be addressed in the changes. She suggested sending an electronic copy of the current constitution and by-laws to the faculty.

Sarah Dye will send an e-mail out to ask for volunteers beyond the two already on the committee (Sue Ford and Dan Kocher).

Other Business

Dan Kernler said that he had signed a student's form so the student could add his class after the first day but then the student was added without a prerequisite check.

Elizabeth Becker said that after the first day of class, students have to have faculty signature to enter a class.

Sarah Dye said she would be meeting with Jennifer to see if the form that we sign might be changed to address this issue.

Elizabeth Becker said that in the meantime faculty need to know that if they sign to allow student to enter course, they are actually also signing off on prerequisites, too.

Dennis Lynch asked if we have to sign to add a student after the first day of class.

Sarah Dye said yes and asked Linda Hefferin if she could raise this issue in the APC meeting on Monday.

Howard Russo moved to adjourn, Dave Lawrence seconded. Adjourned at 4:23 p.m.

Respectfully submitted by Lucinda Hutman, Secretary ECCFA

Written Reports

Treasurer's Report: Linda Hefferin
See attached

President's Report: Sarah Dye

- Many committees are in the process of being formed and faculty members are being called upon to serve as indicated in the Association contract.
- The following still need volunteers: Amendments Committee members (at least 2 more faculty); an Elections Committee Co-Chairperson; Elections Committee members (at least 2 more faculty); COPE Committee Chairperson; COPE Committee members; MFA Committee (at least 2 more faculty with MFA degrees)
- Resolution to questions about how students enter our classes after the first day of class – Email sent out to Everyone by Dr. McClure explaining the policy

1st Vice President's Report: Dan Kernler
No new information to report

2nd Vice President's Report: Susan Ford
OPEN ISSUES

1. The Additional Load clarification memo regarding UAs--seems to be done, but we don't know for certain when it will be official and distributed.
2. UAF load assignment—problems with load assignment order and seniority in 3 disciplines. We will be meeting with coordinators and deans. (This could be a new grievance, but we have won two grievances on this, 1994 and 2008.)
3. New UAF Office space—delayed for funding. I need to follow up on the space change proposed for 3rd floor VPAC—shouldn't be \$\$ involved.
4. Long term Substitute Pay—inconsistent practices throughout college. Attempt letter of agreement to codify a standard practice. Meeting with Dr. Spahr.
5. Computer Loans—meeting with Sharon Konny to clarify UAF availability and procedures.
6. Non-unit Substitutes— in only 2 divisions, discuss with Vince who these people are and why they exist. Subbing is addressed in the contract.
7. ECCFA Orientation Power Point—working on additions and corrections to the UAF information.

CLOSED ISSUES

1. Approval for additional load for 5 UA2s in LVPA division and a librarian. (I think the deans need a reminder that they MUST request our approval as well as approval from the VP of TLSD for additional load. I know that folks in other divisions have gone past the 6 or 9/10 limits but have not received requests for approval.
2. Classroom assignment confrontation in MSC building.
3. Accommodation for disabled UAF at FSq.
4. Load protocol chart for coordinators and deans.

3rd Vice President's Report: David Lawrence
No report received

Communication Liaison's Report: Bill Demaree

Next Sentinel to be published Monday, February 16, 2009 thus deadline is **Thursday, February 12, 2009**

Committee Reports

Academic Policy: Dawn Munson

The APC met on January 26, 2009 at 3pm. The committee reviewed operating procedures for the committee and spent the majority of the meeting determining priorities for the SP09 semester. Discussion was had on which procedures are still in the hopper and what movement the committee felt could be accomplished over the next three meetings. The Absence Notification from Dean of Students was recommended by the APC and sent forward to the Deans.

Academic Computing: No meeting until February/ UPDATE: Meetings still not scheduled

Assessment Committee: Jessica Carpenter

No report received

BOT Finance Committee: Linda Hefferin

No report received

Curriculum: Maureen Lange

The first meeting of Curriculum Committee occurred on Friday, January 30.

- Three new programs were approved in Office Technology:
 - AAS degree in Office Technology-Virtual Assistant option
 - VS certificate-Virtual Assistant
 - BVS certificate-Virtual Assistant
- A new certificate program was approved:
 - BVS Architectural Design
 - This includes 2 new CAD courses
- First reading occurred for 2 English courses, 1 BIO, 2 Rad Tech, 4 Reading courses. Second reading will occur at the next meeting which is February 6.
- Jesse Bader, a new faculty, was seated on the committee.

Elections: Bill Demaree

Need member(s) to replace retired Co-Chair Bill Kolton

Faculty Development: Beth Santell

Faculty Development Committee met and completed regular business of all individual proposals and alternate proposals submitted since the December deadline. We reviewed budget information for the full time faculty for the 2009 fiscal year. It was decided to increase the amount for individual proposals to \$2000.00 for 2009.

Grievance: Howard Russo & Sue Ford

Grievance is working on or investigating the following issues:

- Adjuncts not being paid for committee work (search committees)

- UAF Load (almost done just waiting for final approval on the letter)
- UAF Staffing
- Insurance (change in benefits) We will be moving forward with this grievance.

Insurance Sarah Dye, Dan Kernler & Howard Russo

The health insurance class group met with Al Szabo on January 23 and learned about some basic terms in the healthcare business. We meet again on February 13. Presenters will join us starting in late February.

IT: Tim Kaar & Dan Kocher

IT committee has not met, so there's nothing to report.

MAGIC: Joyce Fountain

No report received

Membership: Tim Anderson

Following our last meeting I reviewed and "cleaned up" the membership lists. To the best of my knowledge, all retirees from Fall '08 have been removed. Also, I found duplicate entries on the UA2 member list (as well as some retirees names that were still present), and those numbers have been adjusted as well.

Membership count is as follows:

| | |
|---------------------|-------------|
| Full Time Members – | 136 |
| UA1 Members – | 60 |
| UA2 Members – | 112 |
| Total Membership: | 308 Members |

Also, thanks to Tim Kaar's help, the ECCFA website will now have a membership form available to print and send to the membership coordinator. This way, the form is easily accessible to those needing to fill one out.

Negotiations: Dan Kernler

Sue Ford and I had a preliminary meeting with Tony Spahr regarding long-term substitute pay. The issue at hand is the point at which a substitute gets a course as part of his or her load, rather than as a substitute pay. It isn't being applied consistently across divisions, and we're working on a Letter of Agreement to clarify.

SEM: Eartha Collier & Clark Hallpike

No report received

Strategic Plan Draft: Phil Garber, Elizabeth McNulty, & Candy Moore

At our Jan. 27 meeting, Phil introduced the New Initiatives Request Form. This form was developed by a taskforce consisting of Phil Garber, Heather Scholl, Marcy Thompson, and Julie Wons and is the first step in aligning all budget categories to the *ECC Strategic Plan*. In the future the other budget categories (Position Requests, Equipment Requests, Base Increases in Unit Budgets, and Non-Funded Unit Improvements) will have standard forms. Phil will present the New Initiatives Request Form to budget officers this week.

The committee also worked on defining the KPI's (Key Performance Indicators) for each objective. For example, a KPI for Objective 4.1 (Expanding faculty and staff development opportunities to enhance knowledge of learning, teaching, technology, and leadership) is the number of programs offered as reported by HR and CETL. Work on the KPI's will continue at the February 24 meeting.

Student Email Rollout: Tim Kaar & Dan Kocher

VP for TLSD Search: **Roger Ramey**
Committee suspended until at least Spring Semester

Other committees

Visitor(s) for February 18: Lisa Wiehle and Marcy Thompson on Senate choice for CCSSE dates *(if necessary)*

Visitor(s) for March 4: Carol Cowles on Behavioral Intervention Team Report

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